



## Data:

We now have **261** high schools and ATCs registered for Imagine Academy in Kentucky!

Make sure you are also a testing site with Certiport so your students can certify!

## Stay Connected:

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[Microsoft EduCast Webinar Series](#)

[KY's Certiport webpage](#)

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## Are Your Students Getting Certified?

The 2016 MOS Spring Qualifier is nearly half over! The Spring Qualifier cutoff is May 14 at 1:59 am ET. The first place winner in each of the six exam categories will be invited to participate in the 2016 MOS U.S. National Championship in Orlando, FL. As a reminder, the six exam tracks are:

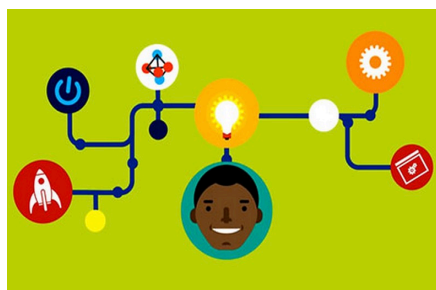
- |   |   |
|---|---|
| • Microsoft Office Specialist Word 2013       | • Microsoft Office Specialist Word 2010       |
| • Microsoft Office Specialist Excel 2013      | • Microsoft Office Specialist Excel 2010      |
| • Microsoft Office Specialist PowerPoint 2013 | • Microsoft Office Specialist PowerPoint 2010 |

Each Wednesday, Kentucky's Championship website is updated to show the name of the school of the top three scorers. Visit [www.MOSChampionship.com/Kentucky](http://www.MOSChampionship.com/Kentucky) to see if your students are on track to be invited to the U.S. National Championship.

## Another Training Opportunity Scheduled!

Are you new to Imagine Academy or just trying to figure out how to navigate the site to access the curriculum and resources made available to you at no charge? Register for this next training event:

[May 19, 4-6 p.m., Western High School, Louisville](#)



## Be Test Ready

It is almost time to begin testing! In preparation for the upcoming testing season we want to help ensure that you are prepared for test delivery prior to administering exams. Below are our top administrative checks to be completed prior to test day. Please visit your Certiport state website ([www.Certiport.com/Kentucky](http://www.Certiport.com/Kentucky)) to review additional tips and other helpful documentation under “testing day” or you may contact your Certiport Deployment Manager, Ann Schreck.

- Students register at Certiport – review the tip sheet located on your state website
- If students need accommodations, please submit the request 14 days prior to test day
- Students log in to the Console 8 and view the MOS 2013 demo video (if you are running 2013 Certification exams)
- Check to make sure you have accepted your site license agreement (if you have an exam license)
- Check to make sure you have your proctors on the member page and the proctor box is checked
- Check to make sure the admin credentials have been added to the Console 8 and your school name shows at the bottom
- Check to see if there are any updates on your version of Microsoft Office Specialist Program
- If you run an update, please run the diagnostics and configuration exam
- If you have restoring/deep freeze software please turn off or thaw on test day
- Print certificates and **celebrate!**

## Certiport Tips and Tricks

### New Test Candidate Support Line

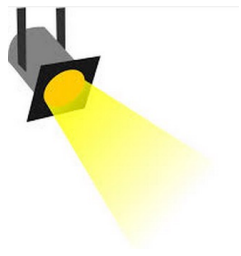
We now have a separate customer service line specifically for North American test candidates. The new number is **(800) 497-8923**

Our customer services team will answer test candidate questions regarding:

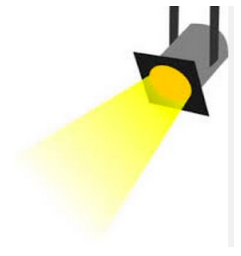
- Username and/or password recovery
- Test candidate account maintenance
- Voucher status
- Using or assigning vouchers
- Exam retake policies
- ADA (exam accommodation) policies
- Certificate fulfillment
- Accessing and understanding your transcripts

Please inform your test candidates of this new number.

As a reminder, North American Test Center organizational administrators, proctors, technicians and other staff can continue to call the existing (888) 999-9830 customer service number. Please note however, the options for this number have changed so listen carefully before selecting an option.



# Spotlight:



## Breckinridge County

Story submitted by Angie Vessels and Kyle Melloy, teachers in Breckinridge County

Breckinridge County has continued to be in the top 10 certifying testing centers each month in Kentucky since becoming a part of Imagine Academy. Angie Vessels and Kyle Melloy have championed the program. When asked about the program, here is what they had to say:

- What tests do your students take?

Our students test using Office 2013. Kyle tests all of his advanced computer and technical applications students in Excel, Word and PowerPoint. Those that wish to do so may also test in Access.

- How do you ensure students are ready to test?

After finishing a unit, we take a GMetrix practice test together as a class. This gives them a chance to see what is going to be expected of them. Students then take their own GMetrix practice tests. They are not allowed to take a certification test until they receive a passing score on a practice test. If a student does not pass the certification test the first time, they must take another practice test before testing again. The reporting that comes from the GMetrix program provides the necessary information for teachers to work with the students on the objectives they didn't do well on. These are great teachable moments and allow for a more personalized and differentiated learning experience for the students.

- What advice would you give to other teachers who are not experiencing success?

Practice, practice, practice. In my opinion, the only way to truly prepare for a certification test is to practice in a testing environment. This can be done on a daily basis when the students are working on practices and projects. Students can split their screen to mimic the certification test. They have a work space at the top and the actual assignment on the bottom half of the screen. Since the tests are timed, it's also beneficial to time the students on some class activities so they are familiar with that process. GMetrix has been an important tool in the success of my students. The software allows students to familiarize themselves with the testing format, and allows them to focus on specific areas in which they need to improve before certification testing. Teachers also need to be certified. When a teacher understands from personal experience what is expected on the test, he/she can better prepare the students, too.

Angie has some students currently testing. The students she spoke with said earning the certifications gives them a sense of accomplishment, as well as an upper hand in college and the business world. The teachers in the district who are testing in MOS have also set aside specific class days to practice together and use team building as a tool for being successful with each exam.



Pictured above is the wall where Mr. Melloy's students' photos are displayed under the certification they have earned.

### Data Points for March:

The number of schools signed up for membership: 261

The number of registered testing centers: 248

The number of Excel certifications for the month: 326

The number of Excel certification year-to-date: 1,276

The number of MTA certifications for the month: 2

The number of MTA certifications year-to-date: 104

The number of online courses started: 39,220

The number of online courses completed: 25,474

The top 10 certifying sites:

|                                      |   |
|--------------------------------------|---|
| 1. Clark County ATC                  | 6. Mayfield/Graves County ATC                 |
| 2. Dixie Heights High, Kenton County | 7. Highlands High, Fort Thomas Independent    |
| 3. Breckinridge County ATC           | 8. Hart County High                           |
| 4. Simon Kenton High, Kenton County  | 9. Fern Creek High, Jefferson County          |
| 5. Larry Ryle High, Boone County     | 10. Paul Laurence Dunbar High, Fayette County |

**Is your school listed here?**

## MOS Master Certifications

| School                | Name              |
|-----------------------|-------------------|
| Marion County High    | Dylan Tungate     |
| Dixie Heights High    | Michael Smeltzer  |
| Pulaski County High   | Mike Crowhurst    |
| Simon Kenton High     | Katelyn Taylor    |
| Simon Kenton High     | Christopher Welch |
| Simon Kenton High     | Kathryn Johnson   |
| Simon Kenton High     | Johnathan Hawkins |
| Montgomery County ATC | Greyson Cox       |
| Simon Kenton High     | James Kreidenweis |

| School                         | Name            |
|--------------------------------|-----------------|
| Beechwood High School          | Logan Hamm      |
| Dixie Heights High School      | Miles Spurlock  |
| Dixie Heights High School      | James Fussinger |
| Dixie Heights High School      | Andrew Perry    |
| Livingston Central High School | Kaylin Travis   |
| Dixie Heights High School      | Matthew Sims    |
| Dixie Heights High School      | Spencer Wynn    |
| Dixie Heights High School      | Alaina Moore    |
|                                |                 |

### KDE's [KY IA](#) Website

Check out the Microsoft Resources folder and the Certiport Resources folder - they both have lots of "how to" documents that will help you navigate the Imagine Academy site. There is also a webinar available "[Webinar for the New Imagine Academy Website](#)" that you may want to watch.